



MODOC NATIONAL FOREST

OUTREACH NOTICE

MODOC NATIONAL FOREST

Big Valley Ranger District, Adin, California

Information Assistant/Information Receptionist, GS-0303-03/04

The Modoc National Forest is currently seeking a candidate for a permanent full-time **Information Assistant/Information Receptionist** position with a duty station at the **Big Valley Ranger District in Adin, California**. This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest in the position.

Interested applicants, or those desiring further information, may contact Mike Brod, Acting District Ranger, at (706) 212-8012, or e-mail at mbrod@fs.fed.us

Major Duties:

- Greets visitors and responds to phone and written inquiries, which often requires an explanation in general terms of functions of the Agency to distinguish among and between function related to the subject of the inquiry.
- Uses good host techniques in all contacts. Evaluates inquiries in order to provide the most useful and appropriate information or to suggest other productive sources of specific information applicable to the nature and subject of inquiry. Resolves inconsistencies in available information.
- Arranges displays of informational and natural materials in the reception area. Varies or changes displays to coincide with seasonal changes, and special public information programs. Uses imagination and good taste to achieve desirable results.
- Uses word processing software and printing equipment to create, copy, edit, store, retrieve, and print a variety of standardized documents using a glossary of prerecorded formats, form letters, standard paragraphs, and mailing lists. May use database or spreadsheet software to enter, revise, sort, or calculate, and retrieve data for standard reports.
- Serves as Collection Officer to sell such items as National Forest maps, Christmas tree permits, 2400-4's (Forest Product Sale Permits), and Golden Age Passports in accordance with manual and handbook requirements. Is held accountable for the funds collected. Maintains accountability records as required.

About the Modoc National Forest:

The Modoc National Forest is landscaped with mountains, pine forests, meadows, lakes, streams, rugged canyons, wetlands, lava beds, and high desert plateaus...a land of contrasts, where crowds and congestion are non-existent. The environment experiences warm, dry summers and cold wet winters. The record high temperature is 106 degrees and the low 35 degrees below zero. Precipitation ranges from 4.94" to 20.8", with an annual average of 12.0". Elevations range from 4,300' to 9,934'. Gross Forest acreage is 1,979,407 acres.

The Modoc is an exciting destination for those interested in history and archeology. The Forest lies within an area occupied by Modoc, Achomawi (or Pit River), and Northern Paiute Native American tribes, with archeological evidence which suggests the area's first inhabitants settled here more than 10,000 years ago. The Forest is home to more than 300 species of wildlife, including threatened, endangered, rare or sensitive species like the Rocky Mountain mule deer, Pronghorn antelope, and Canadian geese. A wild horse and burro territory is located in the Devil's Garden and Doublehead Ranger Districts. The Pacific Flyway for migratory waterfowl crosses directly over the Modoc National Forest.

The South Warner Wilderness area offers backpackers and horseback riders 79 miles of trails in the 70,385 acres area. Winter recreation is available at the Cedar Pass Snow Park, 15 miles east of Alturas. A snowmobile trailhead is located at the Doorknob Snow Park, 1 ½ miles south of the Lava Beds National Monument. You can choose from a variety of campgrounds or picnic areas, available on a first come first served basis. Recreational opportunities include hunting, fishing, camping, hiking, horseback riding, hang gliding, snow and water skiing, bird watching, and collecting rocks and gemstones.

More information on the Modoc National Forest is on our website: <http://fs.usda.gov/modoc/> .

About Adin:

Adin is a rural northeast California community of about 550 people and is located in the heart of beautiful Big Valley. Big Valley consists of four small towns Adin, Bieber, Lookout and Nubieber. Surrounded by picturesque mountain peaks, there are many captivating views of Mt. Shasta and Lassen Peak that can be seen from the area. Modoc and Lassen Counties boast a distinctively rural atmosphere that includes forested plateaus, green mountains, snow-capped peaks, and vast open agricultural valleys.

With two major state highways running through it Hwy 299 and 139, it's easy to get to major cities such as Portland 475, San Francisco 307, Redding 94, Reno 160, and Klamath Falls 97.

The climate in Big Valley is characterized by four distinct seasons, with an average summer high of 93 and an average low in the winter of 28. Snowfall averaging ten inches per year is normal for the valley areas with more abundant amounts falling in the higher regions.

http://www.bigvalleychamber.org/index.php?option=com_content&task=view&id=1&Itemid=1

HOW TO APPLY: The purpose of this Outreach Notice is to determine the potential applicant pool for this position and to establish the appropriate recruitment method and area of consideration for the advertisement. Individuals stating interest in this position will be notified when the vacancy announcement is posted so they can apply. If interested, please complete the Outreach Form at the end of this announcement and email to **Mike Brod** at mbrod@fs.fed.us by close of business on November 19, 2013.

This outreach form does not constitute an application. The vacancy announcement will appear on the USAJOBS website: www.usajobs.gov/

OUTREACH RESPONSE FORM



Customer Service Representative GS-0303-03/04

Please submit outreach response to Mike Brod at mbrod@fs.fed.us

On or before November 19, 2013

Modoc National Forest

Big Valley Ranger District, Adin, CA

NAME:

E-MAIL ADDRESS:

MAILING ADDRESS:

TELEPHONE NUMBER:

AGENCY EMPLOYED WITH: {USFS {BLM {OTHER

TYPE OF APPOINTMENT: {PERMANENT {TEMPORARY {TERM

{VRA {PWD {OTHER

CURRENT: {REGION {FOREST

{DISTRICT

CURRENT: {SERIES {GRADE

CURRENT: {POSITION TITLE

HOW DID YOU FIND OUT ABOUT THIS OUTREACH NOTICE?

IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE
ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:

- ☐ PERSON WITH DISABILITIES
- ☐ VETERANS RECRUITMENT ACT
- ☐ DISABLED VETERANS W/30% COMPENSABLE DISABILITY
- ☐ VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998
- ☐ FORMER PEACE CORPS VOLUNTEER
- ☐ STUDENT CAREER EXPERIENCE PROGRAM

Thank you for your interest in our Vacancy!

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